



ACAC Grants Committee

Date: September 18, 2023

Time: 7:30 p.m.

Location: Conducted by remote participation

Register in advance for this meeting:

<https://us02web.zoom.us/join/zoom-join?secret=9876543210&from=joinUrl>

After registering, you will receive a confirmation email containing information about joining the meeting.

Attendance (p=present, x=absent)

Kristin Bedard	P	Nancy Gray	P
Todd Brunel	P	Brian McMurray	P
Andrew Conway	P		

MINUTES

Administrative items

1. Vote on approval of past meeting minutes:
 - a. 8/14/2023. Moved by Andrew seconded by Kristin. Unanimously accepted.

Committee officer updates

2. Treasurer update
 - a. 2024 allocation received - \$21,000
 - b. Received completed 2023 cycle template from Town of Arlington
 - c. Sections 1 and 2 of Financial Report are underway, due October 17
3. Secretary update
 - a. No specific updates from Secretary
4. Publicity update
 - a. Shared information (recording, notes) from MCC via our Facebook group
5. ACAC Liaison update
 - a. Town Day is approaching; an extra newsletter will be sent before the event
 - b. Steve is stepping down as co-chair and Christine Noah is interested in the spot, but results of any vote are not yet available

Grant cycle discussion

6. 2022 grant cycle discussion, including vote on final reports if applicable
 - a. No final reports have been submitted since our last meeting

7. 2023 grant cycle discussion, including:
 - a. Final reports received
 - i. No final reports have been received since our last meeting
 - b. Updates about grantee projects
 - i. Sandra Mayo from Two to Flower is collaborating with a teacher from Arlington High School and is interested in publicity help to spread the word
8. 2024 grant cycle discussion, including:
 - a. Review of upcoming important grant cycle dates
 - i. Grant applications are now open through October 17
 - b. Grants presentation – review and finalize
 - i. Meeting attendees reviewed [presentation](#) and offered feedback, including several small amendments
 - ii. Brian to send to ACAC representative to include link in newsletter
 - iii. Kristin to consider producing a voiceover
 - iv. Kristin to inform Committee when complete and available so Andrew can create a QR code to include on the laminated aide memoire for Town Day
 - v. Andrew moves that we accept the presentation as discussed and amended during this meeting; unanimous approval
 - c. ACAC participation at Town Day
 - i. Signup form: <https://www.signupgenius.com/go/70A0D4CA5AE22A5F85-artsarlington#/>
 - ii. Andrew to bring laminated aide memoire with key talking points (as last year), including links to presentation and any other important sources

Other business

9. Grantee Reception
 - a. The Regent can accommodate us for a reception on October 5th at no cost (presumed, to be confirmed) between 5:30-7:00
 - b. Food can be brought in, and the Regent will provide water and soft drinks, with a cash bar for other drinks
 - c. We can present a slide show on the big screen; the Regent will provide A/V staff
 - d. A grantee could do a brief performance
 - e. We have several positive responses already, demonstrating a good amount of interest
 - f. Kristin to confirm space
 - g. Andrew to confirm budget availability
 - h. Kristin may need to leave early; Todd will ensure on-time wrap-up
 - i. Andrew moves that we empower Kristin to make the rest of the arrangements (within budget constraints) without further consultation or approvals from the Committee, while still feeling free to delegate other team members; Brian seconds; unanimous approval
 - j. Brian moves that we have a grantee reception between 5:30 and 7:00 at the Regent; Nancy seconds; unanimous approval

10. New business

- a. Errors on ACAC Website
 - i. Kristin has documented some discrepancies in the website
 - ii. Brian to connect the dots with the ACAC Webmaster and get the the revisions made
- b. New Committee Members
 - i. Kristin has corresponded with two potential members, who were unable to attend this evening but will try to get engaged with the group at a future meeting

The meeting was adjourned at 9:18pm. Brian moved, Kristin seconded, Unanimous approval.

Submitted by Brian McMurray, Chair